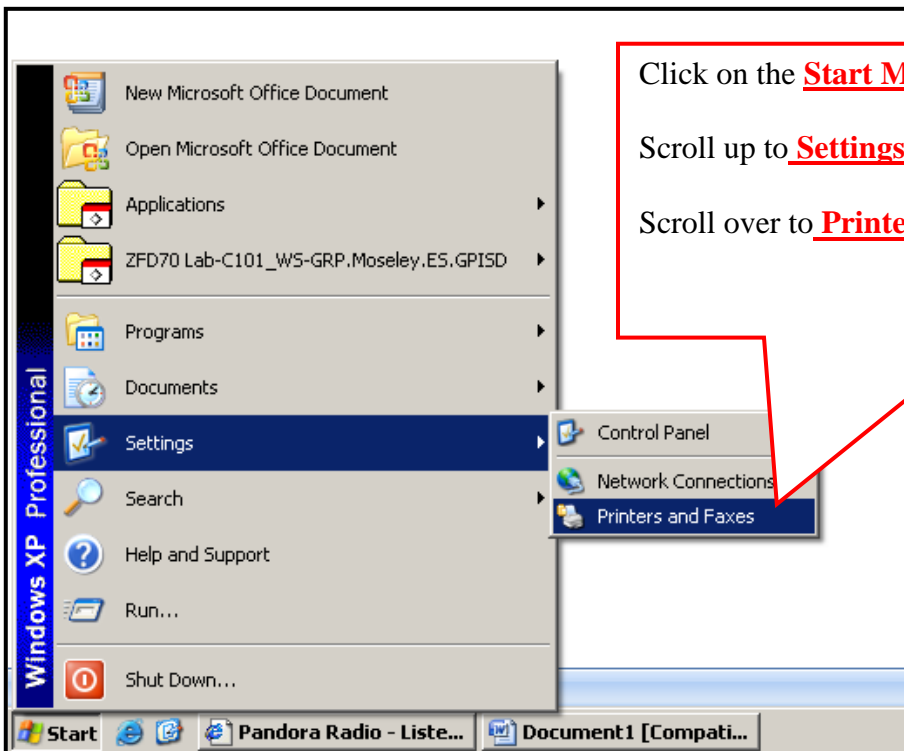# How to Reset a Printer to be the Default

First make sure to read Notes 1 & 2 below

Note 1: Please make sure that when you print, you do **NOT** click on the print icon, but rather click on the Windows icon (the old file in the menu bar) and choose print so you can make sure it's going to the correct printer.
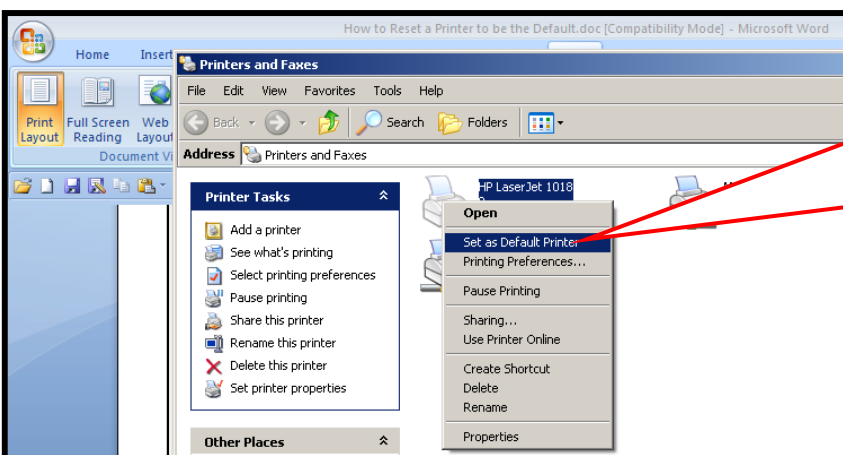
Note 2: If you print a document and nothing comes out, but you do NOT get an error message that means your document printed somewhere. Do NOT keep printing over and over again. Go to File>Print and see where it's going. Many times your default printer may have changed without your knowledge. Here's how to reset it:

Click on the **Start Menu** on the bottom left of your task bar.

Scroll up to **Settings**

Scroll over to **Printer and Faxes**

Right click on your local HP Laser Jet HP1008 printer icon.

Choose:
Set as default printer.
It will now have a check on top of it.

Sharon Thornton- Instructional Technology